



Department of Mathematics

Syllabus for Math 1314.00312, Fall 2025 College Algebra

Instructor Information	Course Information
Name: Nicole Parks	Title: College Algebra
Email: nparks@com.edu	Course Number: Math 1314.00312
Office Hours: Mondays 9am-10am, or by appt	Term and Year: Fall 2025 – 2 nd 8wks
	Class Days/Time/Location: online

1. Required Textbook/Materials

- The textbook used in this course is: College Algebra, by Beecher, Penna, Bittinger, fifth edition, published by Pearson. You are not required to purchase the physical copy of this textbook. Upon access to MML you will be able to use the e-text if needed. **You have already purchased the access code for MML with your tuition fees.**
- A graphing calculator is highly recommended for this course. A Texas Instruments TI 83 Plus or TI 84 Plus is recommended. A TI 89 and above, or any calculator with a CAS system cannot be used for this course. A scientific calculator will also work for this course. You need a calculator for this course.
- You will need reliable access to the internet to gain access to course materials using the MML (MyMathLab) accessed through your D2L Brightspace course. You can get access on campus in the computer lab 322 on the 3rd floor of the STEAM building, the Library, and the Tutoring Center, ICB 109

2. Course Description

College Algebra is an in-depth study and applications of polynomial, rational, radical, exponential, and logarithmic functions, and systems of equations using matrices.

3. Course Requirements

See grade determination below

4. Determination of Course Grade/Detailed Grading Formula

Homework= 15% of total grade

- MyMathLab Assignments: Students will complete exercises over the material taught and will apply problem solving techniques to arrive at their solutions in MML. No homework will be accepted after the due date outlined in the calendar. Students are not required to submit anything to D2L for the MML homework.

Multi-Media Videos = 5% of total grade

- MyMathLab Videos: Students will complete watch required content videos assigned on MML each week. Students are required to submit their written notes to D2L upon completion of watching the videos. No homework will be accepted after the due date outlined in the calendar

Quizzes = 15% of total grade

- These assignments can be found and completed in MML. You will have two attempts per quiz. Students are not required to turn in any written work for quizzes.

Unit Exams = 45% of total grade

- Unit Exams will be completed in MML through Respondus Lockdown Browser. The written work for each exam must be submitted and meet the requirements below. If you do not submit your written work for an exam your exam grade will result in a 0. **There are no retakes on any of the exams.** Please see exam information below for more policies on respondus lockdown browser.

Final Exam = 20% of total grade

- A comprehensive final exam will be given at the end of the semester. The final exam score will replace the lowest unit test score than has a score other than 0. The grade on the final will only replace a unit test if it helps the student. If the student does not contact the instructor regarding an absence during final exam week, the student will receive a zero for the final exam.

Grading Scale:

Grade A: Final Average in [89.5, 100]

Grade B: Final Average in [79.5, 89.5)

Grade C: Final Average in [69.5, 79.5)

Grade D: Final Average in [59.5, 69.5)

Grade F: Final Average in [0, 59.5)

EXAMS AND PROCTORING REQUIREMENTS

Several exams will be given during this course. Each exam will be completed through Respondus Lockdown Browser, and the written work for each exam must be turned in to receive credit for the exam. If you complete an exam and do not turn in your written work, the exam grade will result in a 0. If you do not meet the requirements outlined for the written work, there will be grade deduction attached to your exam grade.

The exams will be administered in MyMathlab using the Respondus Lockdown Browser. You will need to purchase a webcam for your exams or use your camera on your computer. You may also have the option of taking them in the Testing Center on campus. It is your responsibility to make sure you know the testing schedule and get to the testing room in time to get your fully allotted time on each exam. Please plan to take your exam at least 1 day before the due date just in case you have computer issues so you can resolve them before the due date.

Respondus Lockdown Browser support is available 24/7/365. If you encounter any issues, you may contact them through live chat on the support page or within the exam itself.

Exam Environment:

1. You are required to complete your exams while sitting at a desk, counter, or table. Do not lie down on a bed or couch. Do not sit in bed with a laptop in your lap.
2. Set aside sufficient time to complete exam in a quiet environment where you will not be disturbed during the exam.
3. Wear appropriate attire (If you would not come to class dressed in the outfit, do not wear it for the exam).
4. Do not wear hats, sunglasses or anything that obstructs your eyes.
5. No headphones, earbuds, etc.
6. No cellphones.
7. Do not get up and leave the exam setting until you have completed the whole exam and submitted it.
 - a. If it is an emergency to leave, restroom or checking on small children please verbally notify me and complete a new environment scan upon return to the testing environment.
8. You should not be conversing with other people while the test is in progress.

Environment Scan Requirements:

Before taking each exam using Respondus Lockdown Browser, you will need to show your photo ID with your name readable and do a thorough environment scan. These are things you need to do to avoid a 0 on an exam:

1. Your scratch paper will need to be shown on camera and be blank (show both sides).
2. Show your approved testing materials, this means paper, calculators, writing utensils, etc.
3. Show your entire desktop or table top with everything on it.
4. Show what is in front, underneath, above and to the sides of your workspace.
5. Do a 360 degree pan of your room to show you are alone.
6. Scan slowly to ensure all surrounding area can be clearly seen.

Webcam Placement Requirements:

1. While you are taking your exam, your camera needs to be placed in such a way that I can see your hands, workspace and your face.
2. Make sure there is sufficient light in the room to see you in the video.

Written Work Requirements:

You are required to submit your written work with completion of any exam. The written work must be the following requirements

- Problems must in order
- Problems must be numbered (you do not need to write down the directions)
- Work must be shown for all problems. Work means readable, understandable steps as to how you arrived at your answer.
- Work must be submitted as a SINGLE pdf document.
- Must be submitted within 10 minutes of completing the exam.

If any of the above requirements are not meant the consequences are stated below:

Exam Conduct Requirement:	Consequence for Violation of Exam Conduct:
Valid photo ID shown	Student has 48 hours to send proper ID, up to a 0 on the exam will be given if ID is not shown.
Correct placement of webcam, this means workspace, hands, and face can be shown	Up to grade of 0 on exam
Complete environment scan	Up to grade of 0 on exam.
Student is in seated position with computer on hard surface (desk, table, TV tray etc.)	Up to the teachers discretion. Up to 25% off graded exam score.
Student remains in webcam view during exam	Up to the teachers discretion. Minimum 50% off graded exam score.
No unauthorized materials near desk area	Automatic 0 on exam.
No talking with others during the exam or playing of music or other audio recordings.	Up to 50% off of graded exam score.
Submission of written work	Automatic 0 on exam if not submitted. Up to 50% off graded exam score if requirements not met.

5. **Make-up policy**

You will be given three days to take a chapter exam and two days to take the final exam. If you are unable to make a scheduled exam within days specified in the course outline. Not knowing how to use respondus lockdown browser does not qualify as an exam extension. Only under extenuating circumstances with proper documentation will an exam make-up be awarded. There is no make-ups or extensions granted for homework or quizzes.

6. **Attendance Policy**

You must log in and be active in MML at least three times each week. In addition to time spent in doing homework, taking quizzes and exams it will be necessary to study, using the course materials at least 4 hours per week to be successful in the class.

7. **Communicating with your instructor:**

All electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. **The email account used to register for MML must be your COM email.** I will make every effort to respond to your email within 24 hours of receiving it.

8. **Table Mapping SLO's and Core Objectives**

Student Learner Outcomes	SLO assessed via this assignment	SLO maps to Core Objective	Core Objective assessed via this assignment
1. Demonstrate and apply knowledge of properties of functions, including domain and range,	Exam 1		

	operations, compositions, and inverses.			
2.	Recognize and apply polynomial, rational, exponential and logarithmic functions and solve related equations.	Exam 2, Exam 3	Critical Thinking Skills (CT)	2 application problems on Exam 3
3.	Apply graphing techniques.	Quiz 3	Communication Skills (CS)	Graphing question on Exam 1
4.	Evaluate all roots (zeros) of higher degree polynomials and rational functions.	Quiz 2		
5.	Recognize, solve and apply systems of linear equations using matrices.	Exam 4	Empirical and Quantitative Skills (EQS)	2 application problems on Exam 4

9. Academic Dishonesty

College of the Mainland is committed to a high standard of academic integrity. All students are responsible for honesty and independent effort. Incidents of academic and scholastic dishonesty (including cheating, plagiarism, and collusion) will be dealt with in a manner that is consistent with College Policy and the Student Handbook. Any student found to have been academically dishonest on an assignment, quiz or exam will receive a zero for that assignment, quiz or exam and he or she will be referred to the Office of Student Conduct for further disciplinary action. Please read the sections on *Standards of Student Conduct and Discipline and Penalties* in the on-line Student Handbook.

10. Concerns about the Instructor

If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact the Department Chair for Math & Computer Science, Leslie Richardson (409) 933-8329, lrichardson@com.edu.

11. Course Outline

Week	Wednesday Due Dates	Sunday Due Dates
1	Wednesday October 15th Course Orientation Quiz via D2L 1.1 and 1.2 Media Videos	19th HW 1.1, 1.2 via MML
2	22nd 1.3, 1.4, 1.5, 2.1 Media Videos	26th HW 1.3, 1.4, 1.5, 2.1 Quiz 1.1-1.5 via MML
3	29th 2.2, 2.3, 2.5 Media Videos	November 2nd HW 2.2, 2.3, 2.5 Quiz (labeled Unit 1 Review) Exam Unit 1
	Exam 1: Open from Friday 10/31 at 12:01am- Sunday 11/02 at 11:59pm	
4	5th 3.2, 3.3 Media Videos	9th HW 3.2, 3.3
5	12th 4.1, 4.2, 4.3, 4.5 Media Videos	16th HW 4.1, 4.2, 4.3, 4.5 Quiz (labeled Unit 2 Review) Exam Unit 2
	Exam 2: Open from Friday 11/14 at 12:01am- Sunday 11/16 at 11:59pm	
6	19th 5.1, 5.2, 5.3, 5.4 Media Videos	23rd HW 5.1, 5.2, 5.3, 5.4 Quiz 5.1-5.4
7	26th 5.5, 5.6, 6.2, 6.3 Media Videos Drop Date- 11/25	Monday, December 1st HW 5.5, 5.6, 6.2, 6.3 Exam Unit 3 (Ch.6)
	Exam Unit 3: Open from Saturday 11/29 at 12:01am - MONDAY 12/01 at 11:59pm	
8	Final Exam: Open from Tuesday 12/02 at 12:01am - Wednesday 12/03 at 11:59pm	

Institutional Policies and Guidelines

Grade Appeal Process: Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook <https://www.com.edu/student-services/student-handbook.html>. *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.*

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or

an advisor.

ADA Statement: Any student with a documented disability needing academic accommodations is requested to contact:

Kimberly Lachney, Student Accessibility Services Coordinator

Phone: 409-933-8919

Email: AccessibilityServices@com.edu

Location: COM Doyle Family Administration Building, Student Success Center

Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Withdrawal Policy: Students may withdraw from this course for any reason prior to the last eligible day for a “W” grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1st 8-week session is October 1. The last date to withdraw from the 16-week session is November 14. The last date to withdraw for the 2nd 8-week session is November 25.

FN Grading: The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

Resources to Help with Stress:

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at deanofstudents@com.edu or communityresources@com.edu.

Nondiscrimination Statement:

The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.